

The University of Tennessee  
**REQUEST FOR QUALIFICATIONS (RFQ)**

**DESIGNER for  
STEM Classroom Building  
SBC No. 540/011-03-2016  
UT Martin  
September 21, 2017**

The University of Tennessee (Owner) issues this RFQ to qualified Designers interested in providing architectural, engineering, and consulting services for the complete design, contract documents, and construction administration of the STEM Classroom Building project on the UT Martin campus. The Owner intends to enter into an agreement with a Designer that will deliver design services enabling construction of a facility having the highest possible quality within the available funding and the required schedule. Qualifications Statements in response to this RFQ shall be submitted in accordance with the requirements provided herein.

**Summary of Project and Required Designer Services**

This project will provide a new home for the College of Engineering and Natural Sciences, which will also house spaces for a new Center for Innovation and the departments of Chemistry, Physics, Computer Science, Mathematics, Engineering, and Statistics. The building location will be in the located on the southeastern corner of the Historic Quad.

The constructed facility will be approximately 120,000 gross square feet. For more information, refer to the project program updated on July 31, 2017 and located at

[http://facilitiesplanning.tennessee.edu/requests\\_rfdqualifications.html](http://facilitiesplanning.tennessee.edu/requests_rfdqualifications.html).

Designer services for this project will be for full design services. The design fee budget of \$2,718,307 is established for these services and is based on the current State approval amount for the Maximum Allowable Construction Cost (MACC) of \$50,925,000. However, the Owner, with State Building Commission approval, at its sole discretion, may revise the MACC and corresponding designer's fee.

All Designers must register with the Office of the State Architect to be able to enter into an agreement for this work. A Designer will be selected, approved, and retained under State Building Commission policy and standard Owner agreements and procedures as provided in the UT Designers' Manual found through the following web link.

[http://facilitiesplanning.tennessee.edu/links\\_designersmanual.html](http://facilitiesplanning.tennessee.edu/links_designersmanual.html)

**Qualifications Statement Submittal Deadline and Tentative Schedule**

Submittal Location: Qualifications Statements will be received at UT Division of Facilities Planning.

The schedule below is tentative. Any events scheduled prior to the submission deadline may be modified at any time with changes issued in an addendum. Events scheduled after the deadline may be modified without notice.

Event	Date	Time**
<u>*Project Review Conference:</u> at UT Martin - Boling University Center, Room 125, 11 Wayne Fisher Drive	September 29, 2017	10:00 am CT

<u>Deadline for Questions:</u> emailed to RFQ Coordinator	October 12, 2017	Received by 5:00 pm
<u>Final issuance of Addenda:</u> posted to web site	October 16, 2017	Posted by 5:00 pm
<b><u>Submittal Deadline:</u></b> Qualifications Statements will be received at UT Division of Facilities Planning, 5723 Middlebrook Pike, Suite 119, Knoxville, TN 37996-0040.	<b>October 19, 2017</b>	<b>Received by 12:00 pm</b>
<u>Proposal Review Period</u>	October 20 – November 11, 2017	
<u>Target Date for Notification of Short-listed Designers for Interviews</u>	November 12, 2017	
<u>Target Date for Interviews</u>	November 28, 2017	
<u>Target Date to Award by the State Building Commission Executive Subcommittee</u>	December 18, 2017	
<u>Target time for Designer Agreement Signing and Negotiation Period</u>	December 19 – January 5, 2017	

\*Attendance is not a prerequisite for submission of Qualifications Statement.

\*\*All times noted above are Eastern Time.

### **Qualification Statement Submittal Format**

Qualifications Statements shall be submitted as ten bound copies and a single digital file copy in .pdf format on a flash drive. The digital file should not exceed 20 MB and should be named using the following format: Designer Name UTM SCB 2017-10-19.pdf. Submitted packages should be clearly marked as follows:

Qualifications Statement  
STEM Classroom Building  
SBC No. 540/011-03-2016  
Submitted By: <<Designer Name>>  
Contact: <<Contact Person Name, Address, Telephone Number>>

The Qualifications Statement shall be on standard 8 1/2" x 11" paper (landscape or portrait). It shall not exceed 50 pages including pages with photos (used as dividers or section headers or otherwise), charts, spreadsheets, and appendices. Binding covers, a one-page transmittal letter, and table of content pages may be provided in addition to the maximum of 50 pages. Pages or sheets with print on both sides will be counted as two pages. All pages must be numbered. Follow the information structure provided herein with clear identification of each information section.

### **Request for RFQ Communications**

The Owner will convey all official communications and addenda pursuant to this RFQ to the interested parties from whom the RFQ Coordinator has received a Request for RFQ Communications in writing, by letter or by email, with the request clearly indicating the organization name and the name and title of a contact person with their telephone number and email address.

The Request for RFQ Communications shall be made no later than the date of the Project Review Conference detailed herein. Such request creates no obligation and is not a prerequisite for submitting a Qualifications Statement.

### **RFQ Communications Process**

Interested parties must direct all communications regarding this RFQ to the following RFQ Coordinator, who is the Owner's official point of contact for this RFQ.

Rebecca Douglas, RFQ Coordinator  
Office of Capital Projects  
The University of Tennessee  
5723 Middlebrook Pike, Suite 201  
Knoxville, TN 37996-0040  
Telephone: (865) 974-2231  
Email: [designer@tennessee.edu](mailto:designer@tennessee.edu)

Only the Owner's official written responses and communications shall be considered binding with regard to this RFQ.

Each Proposer shall assume the risk of the method of dispatching any communication to the Owner. The Owner assumes no responsibility for delays or delivery failures resulting from the method of dispatch. "Postmarking" of a communication or proposal shall not substitute for actual receipt of a communication by the Owner.

The Owner may interview up to five selected Designers that have submitted responsive Qualifications Statements.

### **Additional Information**

The final construction procurement method is being reviewed by the Owner. All delivery methods will be in accordance with State policy and procedures. This procurement process is described at the following link:

[http://www.tn.gov/assets/entities/finance/osa/attachments/OSA\\_Plcy\\_DeliveryMethods.pdf](http://www.tn.gov/assets/entities/finance/osa/attachments/OSA_Plcy_DeliveryMethods.pdf).

## **Qualifications Statement Required Information and Scoring**

### **Designer Forms of Business**

Any form of business arrangement with consultants or joint venture partners may be proposed. However, the Owner requires that a single Designer contract with the Owner and serve as the primary contact, project leader, administrative manager and single source of responsibility, with any necessary business partners and consultants serving under that Designer's management. The Owner also prefers that this Designer have its principal place of business located in the State of Tennessee.

A Qualifications Statement that is submitted by a Designer with supporting partners or as a joint venture will be evaluated on the combined experiences of the individual member firms as performed through the previous joint venture agreement.

### **A. Designer Information** (Pass/Fail scoring)

A.1 Provide the Designer's name, address, website address, and number of years in business.

A.2 Provide the name, e-mail address, mailing address and telephone number of the primary contact for the Designer.

A.3 This project will be evaluated based on the Designer(s) providing Basic Services only including utilizing the services of various consultants as provided in B.3 of this RFQ. Provide a statement that confirms that the consultants listed are included in Basic Services and there are no consultants listed for which additional services are expected. This statement must be signed by a principal of the submitting firm.

A.4 Provide a statement of whether the Designer, its consultants or any individual who shall perform work under this contract has a possible conflict of interest (e.g., employment by the State of Tennessee) and, if so, the nature of that conflict.

### **B. Qualifications and Experience** (Maximum Score: 80 Points)

B.1 Describe the Designer's qualifications to deliver the services needed for this project in regard to the following.

- The form of business and the general credentials of the Designer.
- The proposed personnel experience in working together on projects. Identify up to five example projects, which required the collaborative effort of the Designer and consultant's personnel, and their specific role in the projects.
- The firm's sustainable design capabilities including experience with State of Tennessee Sustainable Design Guidelines or The Tennessee High Performance Building Requirements, sustainable design credentials of personnel, and example sustainable design projects.

B.2 Provide the following information on up to five of the Designer or consultant's projects that have been completed within the last ten years and are of similar type, scope, and complexity.

- Extent of services provided for each project.

- A reference (by an Owner representative) for each project including contact name, address, telephone number, email address. The Owner may contact references as well as any other source available.
- Photographs for each project.
- Design and construction schedules
- Construction Cost and effected square footages
- Key project components to identify:
  - Classrooms (similar to program requirements)
  - Laboratories with Support Spaces
    - Wet Teachings Labs
    - Dry Teaching Labs
    - Research Labs
    - Computer Labs
  - Makerspace
  - Collaboration Spaces
- Example construction documents of each project may be requested if your firm is shortlisted.

B.3 Provide the resumes of key Designer and consultant personnel who shall be assigned to this project and describe their proposed role and time commitment to this project. Provide each individual's current position, years with the firm, education, licensing, professional credentials, and similar project experience.

B.4 Provide a matrix showing the relationship between the projects (B.2) and the Designer and consultant's personnel (B.3). Show projects in columns and personnel in rows.

B.5 Provide the Designer and consultant office location(s) that will be supporting this project with the distance in miles to the project site. If the Designer and consultants have multiple locations serving this project describe how personnel from each location are involved.

### **C. Technical Services** (Maximum Score: 20 Points)

C.1 Describe how the Designer will approach and document various aspects of the project: program confirmation, planning, design, architectural and engineering, contract documents, specifications, graphics, accessibility, data/AV services, building envelope, interiors, cost estimating, value engineering, sustainability, construction administration, etc. Describe how the Designer will adapt its approach to meet the requirements of the project.

C.2 Provide an organizational chart for this project illustrating lines of authority and specific staff proposed. The chart and related explanations shall describe the responsibilities of the personnel (Designer and consultants) and the lines of communication.

- Clarity of responsibility and communication
- Completeness and inclusion of key personnel and design phase which they will be involved.
- List all personnel and roles as described in B.3.

C.3 Provide a preliminary schedule for this project identifying the time appropriate for each phase/tasks for design and construction. Designers shall demonstrate their approach to meeting the schedule. Provide examples of experience in enabling Owners to meet aggressive project completion schedules.

- Describe in detail how the schedule will be met.
- Show examples of experience.

**Total Maximum Score: 100 points**

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